

NATIONWIDE  
NATIONAL GUARD OF ARIZONA  
HUMAN RESOURCE OFFICE  
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495  
PHONE (602) 629-4800; DSN 853-4800  
WEBSITE: <http://dema.az.gov/>

TITLE 32 EXCEPTED  
TECHNICIAN VACANCY ANNOUNCEMENT

**NATIONAL GUARD MEMBERSHIP IS REQUIRED:** This is an excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be **required to wear the military uniform.**

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**ANNOUNCEMENT NUMBER: 20-047T      OPENING DATE: 19-Dec-19 CLOSING DATE: 9-Jan-20**

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**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:**

Budget Officer, GS-0560-12, O-1/2 Lt - O-3/Capt, MPCN: 0086017634

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**APPOINTMENT FACTORS:** OFFICER ☒      WARRANT OFFICER ☐      ENLISTED ☐

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**KNOWN PROMOTION POTENTIAL: NONE**

**SALARY RANGE:**

\$77,130.00-\$100,273.00 PA

SUPERVISORY ☐      MANAGERIAL ☐

NON-SUPERVISORY/NON-MANAGERIAL ☒

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**LOCATION OF POSITION:**

161 Air Refueling Wing (ARW), Phoenix, Arizona

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**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed postmarked no later than the closing date.** The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

**AREA OF CONSIDERATION:**

This position is in the Federal/Excepted Civil Service and is **open to current members and those eligible for membership in the Arizona Air National Guard.** Individual selected will receive a **Permanent Appointment** after successful completion of a one year trial period. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results.

**INSTRUCTIONS FOR APPLYING:** Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application documents must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants **MUST** submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612. Applicants **MUST** submit a copy of college transcripts.

**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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**CONDITION OF EMPLOYMENT:** Prior to appointment into this position, selectee must be a current member of the Arizona Air National Guard, in a military position assigned to 161st ARW and be able to qualify for the following AFSC: 65F3

- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.
- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Military Uniform must be worn.
- Applicants must maintain membership and employment in the National Guard in the military grade listed in this announcement.
- Must possess or able to obtain the Financial Management Certification level 2 **within 24 months** of appointment to the position.

**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

**Relocation Incentive may be offered:** YES ☐ NO ☒  
**PCS may be offered:** YES ☐ NO ☒

**NOTES:**

Note: This position is subject to rotating shifts, night shifts, and weekends/holidays.

Note: Known Promotion Potential: O-4/Maj.

Note: If applicant possess FM Certification level 2, must submit a copy to verify possession of certification.

Note: Applicant must have a passing AFQOT score prior to the announcement close date.

Note: This is a commissioning opportunity and is open to Enlisted members who qualify and satisfy the following education requirement:

An undergraduate degree from an accredited college/university is mandatory. A graduate degree from an accredited civilian academic college which includes or supplemented by 24 hours of accounting, finance, economics or business related college credits or from an equivalent professional military education school is optimum.

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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

**Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.**

1. Detailed knowledge of general budgeting principles, practices, precedents, systems, and techniques and the ability to interrelate funding, manpower requirements, and expense concepts to formulate and justify dissimilar civilian and military budgets considering multiple periods of execution in both single and multi-year appropriations.
2. Knowledge of the DoD, USAF, and Air National Guard financial planning processes is required to serve as the principal advisor and consultant to the ANG wing's senior leadership regarding budgetary matters.
3. Detailed knowledge of legislation, policies, and procedures, and regulations governing the use of appropriated funds to effectively oversee and manage all budget programs.
4. Knowledge of the Planning, Programming, Budgeting and Execution System (PPBES) corporate process to develop skills for interpreting and briefing commanders, resource advisors, and other resource managers on how funds are received at base level.
5. Knowledge of multiple dissimilar organizational missions to review, analyze, edit, and recommend approval or disapproval of proposed operating budgets, unfunded requirements requests, or requests for reprogramming and quarterly authorities.

6. Ability to communicate effectively both written and verbally.

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**SPECIALIZED EXPERIENCE:** Must possess at least **36** months of military and/or civilian finance education, experiences and/or competencies that provided in-depth knowledge of financial principles and procedures. Candidate must have a comprehensive understanding of the principles and concepts of the National Guard financial budget business program requirements. A candidate must have expanded experiences and training that demonstrates the abilities to lead, follow directions, read, retain, and understand a variety of instructions, regulations, policies and procedures.

**BRIEF JOB DESCRIPTION:** This position is located at the 161 ARW, Phoenix, Arizona. The primary purpose of this position is to provide management oversight and guidance for both budget formulation and budget execution according to the Resource Management System (RMS). The incumbent is recognized as the top technical authority regarding fiscal and budgetary policy, law, and regulatory guidelines for all organizations serviced by the Wing Budget Office. The incumbent fosters an environment conducive to teamwork among resource managers and decision-makers in meeting the objectives and goals of the Resource Management System. This incumbent accomplishes budget functions in support of state and federal Air National Guard operations, training, and readiness missions, and the contingency operations of its total force and joint service partners.

**SELECTING OFFICIAL:** Capt Maylin White

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